

Department of Public Health
and Human Services

Section:
APPLICATION PROCESSING

TANF CASH ASSISTANCE

Subject:
Protective Payee

Supersedes: New to Manual 01/01/07

References: ARM 37.78.423

► GENERAL RULE—A protective payee is an individual, other than the specified caretaker relative, who manages the family's benefits for the purpose of safeguarding the health and welfare of the child(ren).

PROTECTIVE PAYEE NECESSITY An employee of the Child and Family Services Division determines a protective payee is necessary when the caretaker relative has clearly demonstrated an unwillingness or inability to use the family's assistance payments to meet the basic needs of the minor children in the household.

► **NOTE:** This designation must not be made solely on the fact the household bills are not paid on a timely basis.

The participant may assist in the selection of the payee. The payee must be reliable and competent. The payee may be chosen from friends, family, service agencies or groups. The payee may not be directly involved in the determination of eligibility and/or authorization of benefits.

► When a protective payee is established, a TEAMS case note must be entered titled "Protective Payee."

The participant must receive timely notice regarding the use of a protective payee.

► **REVIEW OF PROTECTIVE PAYEE** A review with a CFSD employee to determine the need for continuation of a protective payee must be made at least every six (6) months or sooner if circumstances indicate the necessity of a more frequent review. When it appears the need for a protective payee may continue beyond two (2) years, judicial appointment of a legal representative will be sought by the Child Protective Services worker. The protective payment will cease when the appointment is made.

A protective payee may only be issued benefits via a warrant. For instructions on completing the ADDR and AURP screens see the TEAMS Users Guide.

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